Checklist for Ordering Offline Electronic Resources

PRODUCT NAME:

REQUESTED BY:

PRODUCT VERSION:

FORMAT INFORMATION:

CD-ROM ________________ 3.5" diskette ________________ DVD

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Is there a print counterpart to this title?

Does the Library subscribe to another format of this title?

Would this version ______ replace another format or be in ______ addition to another format?

Cost of the product__________ Cost of the materials in another format_________

Is the cost dependent on a subscription to the materials in another format?

Hardware information:

_____ Macintosh (if only format, do not order) _____ IBM compatible

Memory requirement: ___RAM minimum ____RAM preferred

Amount of hard disk space required: ______

Sound card required _______ Yes _______ No

CD-ROM required _______ Yes _______ No

DVD Player required _______ Yes _______ No

3.5" Diskette _______ Yes _______ No

Video Card Type ________________________

Operating System: _______DOS _______ Windows 95/98 _______ Windows NT

_________ Windows ME _______ Windows 2000

Networking Considerations:

___Standalone Installation _________ Reference ________ AV ____________ Network

Compatible with:

______ Novell Netware ________ version

______ TCP/IP, which requires:

______ Winsock ______ version

______ Trumpet Winsock ______ version

______ Novell TCPIP ______ version
Other software required to use this product:

Publication Frequency:

Disposition of Superseded Media:

______ Discard ________ Retain ___________ Return to Publisher

Notification of purchase sent to Cataloging Department: Date:

Attach a copy of licensing agreement if available

Vendor Support:

Name
Phone No.
Email Address
Mail Address

Vendor Technical Support:

Name
Phone No.
Email Address
Mail Address

Input May 1, 2001
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